

**UNITED STATES MARINE CORPS**  
Financial Management School  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-5050

AFC 0307  
DEC 1999

**STUDENT OUTLINE**

**MAINTAIN SUSPENSE ACCOUNT**

**LEARNING OBJECTIVES:**

**TERMINAL LEARNING OBJECTIVE:**

Given a suspense account report (monthly), source documents, and the reference, maintain suspense accounts in order to balance the suspense account in accordance with the DODFMR, Vol. (3432.04.20)

**ENABLING LEARNING OBJECTIVE:**

Given a simulated situation pertaining to a suspense account, a calculator, and the reference, audit the suspense account to ensure accuracy in accordance with DODFMR, Vol. 5. (3432.04.20a)

**1. ACCOUNTING FOR RECERTIFIED CHECKS.**

(Chapter 8, para. 080513, DODFMR, Vol 5)

a. General Information: All credits for canceled unavailable checks and charges resulting from negotiation of a previously canceled unavailable check are provided by the Treasury Department through budget clearing account Unavailable Check Cancellations and Overpayments (Suspense), \*\*F3880.

(1) The \*\*F3880 account is restricted to unavailable check transactions and shall not be used for any other purpose.

(2) The \*\*F3880 account is available to hold credit or chargeback amounts only until the appropriation or fund that was charged when the original check was issued can be identified.

- (3) All amounts in the \*\*F3880 account must be transferred to the proper appropriation of fund as expeditiously as possible.

b. Credits Resulting from Submission of SFs 1184.

- (1) If an unavailable check is outstanding (not negotiated), the Treasury Department will issue a DAS indicating that the check is outstanding and that the agency will be credited with the proceeds.
- (2) The Treasury Department will cancel the check and credit the funds derived from the cancellation to the \*\*F3880 account.
- (3) DFAS Centers will receive the cancellation credits monthly from the Treasury Department on an SF 1081 (Voucher and Schedule of Withdrawals and Credits), along with a magnetic tape listing of checks canceled.

(a) Identifying information for the checks being canceled will be included on the magnetic tape.

(4) The proceeds of these canceled checks will be forwarded to DFAS through the Government On-line Accounting Link System/On-line Payment and Collection (GOALS/OPAC).

- (4) Any identifying information provided in the original check issue data submission will be reflected as detail in the credit transmission.

(5) The detail also will be provided on microfiche monthly.

- (6) DFAS will forward check credit information (including the detail information) applicable to DFAS disbursing accounts to DFAS.

c. DISBURSING OFFICE RESPONSIBILITIES.

- (1) Upon receipt of the DAS indicating cancellation credit or reversal information from DFAS, the disbursing officer is responsible for initiating research on the check issue data submitted to the Treasury Department to ensure that the detailed information provided is accurate, (ie., DSSN, check serial number, date of issue, amount of issue).

- (2) The cancellation credit or reversal information must agree with the original check issue data submitted to Treasury Department.